Introductions & Announcements/Affiliate Updates and Openings
Miranda Steele shared information and a flyer on Lakemary’s Specialized Foster Care.

Cary O’Dell with the JCDS Emerging Artist Program is looking for more artists. She shared a flyer.

Joanna Jafferis announced that Rhoda Gosling will be a new case manager with JCDS.

The Sweet Life has two residential (one male/one female) openings. 913-825-1233.

Guest Presenter
Linda Behmke, Quest Diagnostics Diversabilities Employment Project gave an overview of project nationally and in Lenexa. Linda.4.behmke@questdiagnostics.com. Her presentation will be sent with the minutes.

Kim Bruns, Program Coordinator for the KU Life Span Institute shared information on Stoplight Healthy Living. This is an opportunity for support to individuals living in group homes to participate in health partnership with KU. A flyer will be attached to minutes

Jody Hanson, Community Relations Manager, JCDS gave a Kansas Legislative update. It will be attached to the minutes.

CDDO Updates
Shelly talked about the updated Status Action Form (SAF) and new guidelines for submitting them.

All SAF’s go directly to Andrea Parks. Andrea.parks@jocogov.org Email her if you have questions.

- SAF’s are required for:
  - New/transition to affiliate
  - Address Changes
  - Closures
  - Diagnosis updates with documentation
  - Funding Changes

- Emails may be sent to Andrea for:
- New caseload assignments within an affiliate
- Guardianship change with letters
- Insurance updates with copy of insurance card
- Email/phone # changes
- Care Coordinator changes

The Transition Meeting Checklist is a tool for case managers to ensure smooth transition and communication when an individual is entering services/changing providers.

The BASIS Behavior Tracking Form was cleaned up and now allows for single initial, checkmark or “x” in the box.

The Inclement Weather Policy and template will be sent with the minutes.

SAVE THE DATE for the Spring IDD Provider Summit on April 12th, 2018 at the Johnson County Arts & Heritage Center. There will be three sessions, including best practice panels, on behavioral health, substance abuse, supporting challenging individuals, engagement, etc. This event is free to affiliates of Johnson County CDDO but registration is required. Lunch is provided. Please bring your own caffeine (BYOC) as there are no coffee or soda machines on-site.

Announcements
- Emma’s Place – specializing in daycare for kids with significant disabilities. Contact Heather Barbosa at 913.940.9401 for more information.
- Hope for Healing Therapy, LLC – in home mental health therapy for individuals, families, couples, enrolled with all 3 MCO’s. Contact Naomi Norton at 913.732.0675.
- Blue Valley Special Needs Resource Fair – February 27th from 5-8 pm at the Hilltop Conference Center.

State Updates/Workgroups/Policies
The finalized policy on Working Healthy/WORK will be attached to the minutes.

Upcoming CDDO Meetings/Trainings – RSVP to Gail Lauri gail.lauri@jocogov.org
- KDAIDS/CDDO Quarterly Conferences Calls – Hosted at the Elmore Center from 9:30-Noon.
  o April 19, 2018
  o August 16, 2018

Topics/Presenters for Johnson County Affiliate Meetings (2018)
- March 8, 2018 - Janie Yannicito, Serious Emotional Disturbance (SED) Waiver Overview and Eligibility. SED refers to a diagnosed mental health condition that substantially disrupts a child's ability to function socially, academically, and/or emotionally. Jill Montaleone, I/DD Eligibility Determination overview.

Next Johnson County Affiliate Meeting – March 8, 2018
KU Edwards Campus
Regnier Hall Room #255
Get to know the JCDS Emerging Artists Program

The Emerging Artists program provides an opportunity to earn money in an industry that is not typically an option for people with developmental/intellectual disabilities.

The studio is located within the Johnson County Arts & Heritage Center, 8788 Metcalf Ave, Overland Park, KS 66212.

- Artists work in an adult setting with supplies and guidance provided
- Art work created in studio stays in studio
- Art work is sold at studio, through our Facebook page, and at local art fairs and venues
- Artists make money from the direct sale of their art work

Johnson County Arts & Heritage Center
8788 Metcalf, Overland Park, Room 2629
913-826-2629  www.jocogov.org/jcgs
Facebook.com/JCDSEmergingArtists
The behavior must be consistent with the behavior definition in order to be tracked in this tracking packet. If you track data in this packet then you agree to the following statement: I certify that by placing my INITIALS on this document, the data that I have tracked is true & accurate and in accordance with the behavior definitions that have been provided to me by the Johnson County CDDO.
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### 13. Smears Feces

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Please print or type your initials only ONE time, in the appropriate box, if the listed behavior has occurred. The behavior must be consistent with the behavior definition in order to be tracked in this tracking packet. If you track data in this packet then you agree to the following statement:

I certify that by placing my INITIALS on this document, the data that I have tracked is true and accurate and in accordance with the listed behavior definitions that have been provided to me by the Johnson County CDDO.

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**BEHAVIOR DEFINITIONS**

1. **Tantrums or Emotional Outbursts**: Has a combination of 2 or more of the following behaviors exhibited simultaneously: screaming, crying, swearing, banging on walls - doors - windows - other objects, throwing self on floor.

2. **Damages Property**: Deliberately breaking, defacing, destroying things by: hitting, tearing, cutting, throwing, burning, marking, or scratching.

3. **Physically Assaults Others**: Deliberately causing physical pain to other People or to Animals by hitting, kicking, biting, pinching, scratching, pulling hair, or striking with an object.

4. **Disrupts Other's Activities**: Interfering significantly with activities of others by clinging, pestering or teasing, arguing or complaining, picking fights, laughing or crying without reason, interrupting, yelling or screaming. Behavior is considered beyond socially acceptable.

5. **Verbally or Gesturally Abusive**: Swearing, verbal threats, name-calling, obscene gestures, gestures that indicate aggressive intent or threat. Must be intentional / deliberate and the individual must intend to abuse others with this behavior.

6. **Self - Injurious**: Causing injury to own body by: hitting self, banging head, scratching, cutting or puncturing, biting rubbing skin, pulling out hair, picking on skin or removing scabs chewing nails into the quick and causing them to bleed, damaging cuticles or nail bed, or pinching self. (NOTE: The following are not captured here: Alcoholism, Anorexia, Bulimia, eating candy when Diabetic or standard piercings of the ears, nose, lips, eyelids, belly button, etc.)

7. **Teases or Harasses Peers**: Any behavior preformed deliberately to annoy another person.

8. **Resists Supervision**: Non-compliant behavior, refusing to follow instructions. (Examples: Says "No", or decides not to complete the task, or must be asked multiple times before the task is completed).

9. **Runs or Wanders Away**: Repeatedly, deliberately or inadvertently leaves environment supported by staff / family & requires support to insure the persons health and safety. (Examples: While shopping, at school - home - work or in the community).

10. **Steals**: Deliberately or intentionally takes the belongings, including food, from another.

11. **Eats Inedible Objects**: Putting an object that is unfit to be eaten, into their mouth and swallowing / ingesting the item. (Examples: Raw Meat, Rotten Food, Dirty Food From Floor, Paper, Pencil Erasers, Play-Doh, Glue, etc).

12. **Displays Sexually Inappropriate Behavior**: Not required to determine the intent of the person. Capture here if the behavior is exhibited. Examples: Unwelcomed hugs / kisses, public masturbation, public undressing, inappropriate touching of self or others, making sexual remarks or gestures, forcing sexual attentions on others or voyerism. (NOTE: Voyerism is one who is sexually aroused by watching an unsuspecting person who is naked, in the process of disrobing, or is engaged in sexual activity).

13. **Smears Feces**: Deliberately handling, throwing or spreading bowel movement / fecal matter. (This question does NOT address bodily fluids, other than fecal matter).

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REVISED: 06-08-15 AR   Form # 43002 E
TO: HCBS-IDD Program Providers  
FROM: Aquila Jordan, HCBS Director, KDADS  
DATE: February 3, 2014  
RE: Authorization for Day Supports during Inclement Weather

The purpose of this memo is to provide clarification about the authorization for the provision of Day Supports in the home of an individual during Inclement Weather.

A licensed Day Supports provider may provide Day Supports to individuals on the HCBS-IDD Program during inclement weather under limited circumstances: If the local schools are closed for inclement weather (such as ice, snow or flooding) and the inclement weather affects the individual or the individual’s service providers.

Procedure:

I. Requests for inclement weather must be made prior to (in anticipation of) inclement weather or within 48 hours of the inclement weather.
   a. Please submit requests to the CDDO for a single submission and approval by the State.
      i. Requests submitted to the CDDO must indicate the individual’s MCO, and Day support Provider
      ii. CDDOs must submit the consolidated requests within 5 business days of the due date for submission and provide them to KDADS by MCO.
   b. If a request for authorization is submitted after the inclement weather, it should include the information about the activities provided.
      i. CDDOs may request additional documentation to demonstrate activities completed during the inclement weather
      ii. Billable activities require documentation of services/activities provided and may be requested by the MCO for final authorization.

II. Providers
   a. Requests should be made by the Day Supports Provider because only Day Supports providers can be paid for services provided.
   b. Residential providers should have an emergency back up plan in place for inclement weather that includes provided residential services during the day time if day support providers are unable/unwilling to provide day supports due to weather risking the lives of their employees.

III. If appropriate approval is not made within the approved timeframes, Day Supports will not be billable.

This procedure is authorized pending review of compliance with CMS guidance.

For questions, please email the HCBS-IDD Program Manager, Greg Wintle at greg.wintle@kdads.ks.gov.
The purpose of this memo is to provide clarification about the authorization for the provision of Day Supports in the home of an individual during Inclement Weather.

ENTITIES AFFECTED BY THIS POLICY

Community Developmental Disability Organizations (CDDO)
Community Service Providers (CSP)

A licensed Day Supports provider may provide Day Supports to individuals on the HCBS-IDD Program during inclement weather under limited circumstances: **For example**, if the local schools are closed for inclement weather (such as ice, snow or flooding) or the inclement weather affects the individual or the individual’s service providers.

I. Provider Responsibilities

Provider requests for inclement weather exceptions must be made prior to or within 2 business days of inclement weather. If appropriate requests are not made within the approved timeframes, Day Supports will not be billable.

a. How to Submit Requests

   i. Submit requests to the CDDO within two (2) business days of the end of the event

   ii. Requests submitted to the CDDO must indicate each individual’s MCO, Medicaid number, last name, first name, start date and ending date of inclement weather event, time period
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<th>Medicaid ID</th>
<th>Last Name</th>
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<th>Start Date</th>
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CDDO:  Johnson County CDDO
| Requesting Provider | Comments |
Legislative update to the JoCo Affiliate network
February 2018 meeting

**Removing IDD from KanCare**

**SB 332**
Sen. Barbara Bollier (R-Mission Hills) introduced a bill at PHW to modernize the DDRA and carve the I/DD system out of KanCare.

--Hearing took place Feb. 9 at 9:30. It was a good opportunity to, for the first time, have a public hearing on the merits of removing I/DD services from managed care. Many proponents spoke of their concerns. There weren’t many opponents to the bill but they, along with a large fiscal note, may have done enough to stall this approach. Advocates can still make an effort to encourage the committee to work the bill; that is likely the best chance for SB 332.

**Delaying KanCare 2.0**

**SB 300**
Prohibiting substantial change to the Kansas medical assistance program without prior legislative approval. It would require legislative approval prior to any substantive changes to KanCare/KMAP. By all appearances, the bill is well crafted; it will prevent KDADS/KDHE from undertaking block granting, waiver integration, or implementation of KanCare 2.0 without legislative say-so.

Introduced by Vicki Schmidt on 1/18/18, referred to Ways and Means.
--Hearing in Senate Ways and Means on Jan. 30 at 10:30 a.m.
--Final action scheduled for 2/15 at 10:30

**Compliance by community service providers with developmental disabilities reform act**

**HB 2495**

Would amend the DDRA to codify the KDADS secretary’s ability to penalize providers or place them on corrective action. If the plan is not corrected in 30 days, KDADS can assess a fine not to exceed $125 per day per deficiency per day.

--Introduced on 1/17/18
--Referred to Health and Human Services
--Hearing scheduled for Tuesday, Feb 13 at 1:30 p.m. room 546-S

A similar bill, **HB 2676** was introduced in the House last week and is with Federal and State Affairs. It has higher fines. If the plan is not corrected in 30 days, KDADS can assess a fine not to exceed $500 per day per deficiency per day.

**Accommodating voters with disabilities that prevent them from meeting ballot signature requirements**

**SB 264**

Introduced by Sen. Oletha Faust-Goudeau (D-Wichita), it would change Kansas election law to permit persons with disabilities to submit ballots without having been signed. Voters with any disability that prevents them from being able to provide a signature would be able to request assistance in signing an application for or marking an advance ballot, or signing an application or the form on the ballot envelope.
Nondiscrimination of organ transplants based on a disability.
HB 2343

Would prohibit health care providers or institutions from disqualifying individuals from receiving anatomical gifts or organ transplants, including evaluations and follow up treatments and services, solely on the basis of an individual’s disability. Further, a health care provider or institution could not refuse to place a qualified individual on an organ transplant waiting list or place the qualified individual at a lower-priority position on a waiting list than the position at which the qualified individual would have been placed if not for the disability.

This bill passed the full House in 2017 and passed the full Senate February 8, 2018.

Note on this week’s Bethell Joint Committee on HCBS and KanCare Oversight hearing

The agenda for the February 16 meeting of the Bethell Joint Committee on HCBS and KanCare Oversight is available here:

http://www.kslegislature.org/li/b2017_18/committees/ctte_jt_robert_g_bob_bethell_joint_committee_1/documents/

The meeting is scheduled from 8:00 a.m. to 2:00 p.m. in Room 346-S (Old Supreme Courtroom). With the exception of a 15 minute break at 11:45 a.m., the Committee will work through until the 2:00 p.m. scheduled adjournment.

If you are interested in presenting testimony, please contact Iraida Orr. You will need to provide 100 paper copies and an electronic copy of your testimony to her at the Kansas Legislative Research Department by 5:00 p.m. on February 14. Also, please indicate if you wish to provide oral or written-only testimony. Those providing oral testimony will still need to provide 100 paper copies and an electronic copy of their testimony by the February 14 deadline.

Iraida Orr
Principal Research Analyst
Kansas Legislative Research Department
300 SW 10th, Room 68-West
Topeka, KS 66612
785-296-4408
Iraida.Orr@klrd.ks.gov
Interviewer Insurance Risk - I - Lees Summit

JOB SUMMARY:
The primary purpose of this position is to complete life insurance medical and financial interviews via telephone through outbound calls for multiple client companies. This position is responsible for maintaining minimum performance standards, including production and quality standards. Eligibility for promotion to Insurance Risk Assessment Interviewer II requires that the production and quality standards of this position are met and maintained for a minimum of 3-months after their new hire orientation period.

JOB RESPONSIBILITIES:
The major functions of the position

60% -Contacts life insurance applicants via telephone by placing outbound calls. Leaves messages for return calls or completes interviews with life insurance applicants. These interviews will include gathering medical, financial, occupational, and avocation histories.

30% -Uses the C4 Call Management System, Dialer and Avaya Phone System by making telephone calls, logging call attempts, documenting information within orders as necessary and recording call results. Reviews and edits information collected during the interview for quality assurance purposes.

10% -Learns the specific requirements stipulated by each client company.

Responds to the needs and requests of clients and ExamOne management and staff in a professional and expedient manner.

Observes all compliance policies and safety policies and procedures as outlined in the ExamOne Safety Manual or safety matters included in other special training.

Other duties as assigned.

Supervision Exercised:
This position has no supervisory responsibilities.

JOB REQUIREMENTS:
Education Preferred: High School Diploma or Equivalent required.

Work Experience: No previous call center experience is necessary
(Background in medical terminology, life insurance industry, or customer service preferred)
Other: Minimum Skills Required
- Type 30 wpm
- Average communication skills
- Accurate, detail oriented
- Proficient teamwork skills
- Good work attendance record
- Good organizational skills

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and on the telephone. The employee is frequently required to use hands to finger, handle, or feel in order to operate computer keyboard, office equipment and other essential tasks. The employee is frequently required to sit, stand, walk, bend, stoop, crouch and reach with hands and arms. This position infrequently lifts, carries, or otherwise moves and positions objects weighing up to 25 pounds.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing
the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Additional Information
-Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Quest Diagnostics is an
Rep Customer Care I - Lenexa, KS

Handle all inbound customer contacts received by telephone. Place outbound calls to clients in accordance with call log procedures and policies.

Principal Duties:
• Handles all customer inquiries received by telephone regarding reporting of patient results, inquiries of tests and services, concerns of service failures and other duties to provide superior service
• Report laboratory results to clients and patients using established protocols
• Document reporting or call history in required format and maintain complete and accurate records
• Contact the client to resolve routine matters related to patient testing and result reporting
• Report client concerns using established protocols
• Provides education and guidance to clients about Quest Diagnostics lab processes.
• Understands the importance of Quality Service and how it is measured
• Escalates issues as appropriate using established protocols
• Leads by example in demonstrating “Everyday Excellence” behaviors
• Perform other duties as required to meet the customer requirements

THE ABOVE STATEMENTS DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY PEOPLE ASSIGNED TO THIS JOB. THIS IS NOT AN EXHAUSTIVE LIST OF ALL THE DUTIES AND RESPONSIBILITIES THAT AN INCUMBENT MAY BE EXPECTED TO PERFORM.

Qualifications:
Education Preferred: Minimum high school diploma or equivalent
Work Experience: Previous medical or customer service background preferred

Other:
• Demonstrated strong customer service and interpersonal communication skills. Able to speak the English language clearly and effectively communicate to caller and peer group
• Demonstrated strong writing and composition skills.
• Ability to work in a team environment
• Strong organizational skills
• Demonstrated strong call resolution skills
• Demonstrated composure in stressful situations
• Demonstrated ability to follow company and department policies and procedures
• Demonstrated ability to operate basic office equipment and utilize proficient computer skills
• Demonstrated ability to handle multiple tasks and work in a fast-paced environment
• Demonstrated Integrity and a commitment to values

Principal Decisions: Describe the most important decisions that are made in the course of doing the job.

• Accurate authentication, identification and clarification of client or patient request.
• Appropriate escalation of issues that are beyond skills or scope of CSR.
• Determination of appropriate response to client inquiries and complaints.
• Creation of complete and accurate documentation of all interactions.
• Suggestions for process improvements related to department operations or client concerns

Schedule: Mon to Fri days, rotating weekend shift.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Quest Diagnostics is an Equal Opportunity Employer: Women / Minorities / Veterans / Disabled / Sexual Orientation / Gender Identity
**Specimen Technician I – Lenexa, KS**

Basic Purpose:

The SPT I is responsible for general support functions within the Specimen Processing Department. This position requires passing a data entry assessment. Functions performed may include but are not limited to data entry of test orders, presort, pickup and delivery of processed specimens to the laboratory, centrifugation and aliquoting. Department is a production environment, with emphasis on productivity/quality standards and departmental completion times. All functions must be performed with confidence, accuracy and in a timely manner. Job is complex and requires that employee have good organization skills and ability to learn and understand specimen types related to test(s) ordered by client. The SPT I must have the ability learn and understand the compliance regulations related to test ordering which may change on a daily basis. This position is critical to quality for customer satisfaction. Additionally, since many changes do occur from day to day, great flexibility on the part of the SPT I is required. Majority of SPT I work, on the nightshift, but based on staffing needs weekends, holidays, on call and overtime is a requirement.

Duties and Responsibilities:

• Able to perform all responsibilities of the Specimen Preparation Assistant

• Demonstrates an ability to learn the job duties assigned to the SPT I, and develops an understanding of how all the functions in Specimen Processing fit together

• Identifies problems and in some cases, may resolve issues with specimen types such as missing information etc.

• Demonstrates an understanding of the compliance policies related to test ordering, which requires developing ability to research test ordering information on translation tables, computer system, and the directory of services

• Meets standards for production and accuracy within 6 months

• Understands the complex relationship between test(s) ordered and specimen received

• Completes all required written documentation, legibly and within the assigned timeframe

• Meets or exceeds all performance expectations to include attendance, adherence to work schedule and demonstrates Quest values and behaviors through work performance and peer and team interaction

• Is open to learning additional functions within Specimen Processing to allow timely progression to the next level

• Performs other duties as assigned

Supervision Exercised: N/A

Qualifications:

Education Preferred:

• HS diploma or equivalent

Work Experience:

• Medical background preferred which includes medical terminology applicable to a clinical laboratory

• Previous experience in a production environment preferred
Physical and Mental Requirements:

• Position requires data background with abilities to enter 6,000 alphanumeric keystrokes/hour

• Works in a biohazard environment, practicing good safety habits

• Able to sit or stand for long periods

• Handles multiple tasks simultaneously and works in a production environment

Other:

• Communicates effectively with all levels of staff

• Maintains composure while working under pressure

• Reflects good judgment at all times when determining what action to take when resolving problems

• Adheres to Quest Diagnostics core values, safety and compliance policies and procedures

• Keeps work area neat and clean

• Demonstrates strong interpersonal skills that foster a positive environment.

• Demonstrates flexibility and ability to adapt to change

Schedule: Monday - Friday 10:30pm - 7am

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Quest Diagnostics is an Equal Opportunity Employer: Women / Minorities / Veterans / Disabled / Sexual Orientation / Gender Identity
Basic Purpose:

This position reports to the Supervisor, Forensic Processing and is responsible for the routine daily sample processing of the Forensic Toxicology Processing Department. This individual is accountable for all specimen receipt, sorting, data entry and work within the forensic processing department.

Duties and Responsibilities:

1. Has a preliminary but functional understanding of the QTN Lab Information System
2. Sort specimens by source (hair, oral fluid, urine, etc) and work list
3. Completes Maxilog Data Entry
4. Understands and adheres to strict forensic practices
5. Capable of processing urine specimens for regulated and non-regulated testing independently
6. Adheres to company policies and procedures
7. Proficient with scanning/imaging all custody and control forms
8. Capable of discarding negative specimens
9. Performs flexilog on routine urine specimens at 70 CCF?s per hour
10. Other duties as assigned by supervisor

Supervision Exercised: n/a

Qualifications:

• Education Preferred: High School diploma or equivalent

Work Experience:

• Prior laboratory experience preferred

Physical and Mental:

• Able to sit or stand for long periods
• Work in a laboratory environment and adhere to safety requirements

Other:

• Excellent communication skills both written and verbal.
• Practical knowledge of computer systems.
• Commitment to Customer Satisfaction

Tuesday - Saturday 9:00am - 5:30pm

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Quest Diagnostics is an Equal Opportunity Employer: Women / Minorities / Veterans / Disabled / Sexual Orientation / Gender Identity
If you or someone you know is interested in learning more about Lakemary’s Specialized Foster Care program, please contact:

**Jodi Rivera, LBSW**  
Foster Care Coordinator  
(913) 416-1146  
jrivera@lakemaryctr.org

**Miranda Steele, LBSW**  
Foster Care Specialist  
(913) 416-1134  
msteele@lakemaryctr.org

Lakemary

Corporate Headquarters  
100 Lakemary Dr  
Paola, KS 66071  
(913) 557-4000  
www.lakemary.org

Lindenwood Office  
706 N Lindenwood, Ste. B01  
Olathe, KS 66062

“The best thing is being able to build such a close relationship with children and giving them a loving home.”  
– Michelle R. (Foster Parent)
Quest Diagnostics
DiverseAbilities
Hiring Initiatives

For more information:
DiverseAbilities@QuestDiagnostics.com
Quest Diagnostics Background

Quest Diagnostics is the nation’s largest provider of lab services and diagnostic insights.

- **Nationwide Quest Diagnostics employs approximately 43,000 employees, who are able to collect and test specimens for about 50% of all physicians and hospitals in the US.**

- **In the Lenexa/Lee’s Summit area we have 3 major facilities**
  - A laboratory in Lenexa which employs about 1400 employees in our Clinical, Employer Solutions, Health & Wellness and ExamOne lines of business. Combined these laboratories test about 50,000 specimens each day/night.
  - One of two National Call Centers, in Lenexa, employs about 400 employees.
  - A call center in Lee’s Summit, MO which employs about 420 employees who are primarily making outbound calls to set appointments and handle tele-underwriting duties.
Autism Hiring Initiative in Lenexa, KS area

DiverseAbilities Employee Business Network Autism hiring initiative

- Our Employee Business Network, DiverseAbilities has begun a pilot to hire individuals on the Autism spectrum, and those with similar disabilities, into Specimen Processing positions.

- The first site we piloted was our lab in the Atlanta area, where we have 5 employees working in our Clinical Specimen Processing department.

- In July we expanded this pilot to our lab in Lenexa, and included both the Clinical and Employer Solutions labs. We currently have 2 employees working, in temp to hire situations in our Employer Solutions lab. We would like to start placing employees into our Clinical Specimen Processing Department immediately.

Employer Solutions Forensic Tech I requirements

- Dayshift – typically 6am – 2:30pm, Tuesday – Saturday.
- Does not require data entry skills.
- Positions handle specimens.
- Productivity and quality standards must be met and maintained.

Clinical Specimen Tech I position requirements

- Nightshift – typically 10:30pm – 7:30 am with Saturday rotation.
- Requires alpha/numeric data entry test, accuracy at 6,000 kph.
- Positions handle specimens.
- Productivity and quality standards must be met and maintained.

Other positions are available but not part of this specific initiative. Please go to our website, [www.questdiagnostics.com/careers](http://www.questdiagnostics.com/careers) for a complete listing of open positions.
Specimen Processing applicant process

- Position is posted as temp
- Candidates apply
- Partners let Quest know who has applied for which requisition(s)
- Resume shared with hiring manager
- Typically candidates will then be called in for an interview and tour
- Temp offer made
- Often will convert to perm after 3 months of meeting production standards

Forensic Tech I

- Position is posted as temp
- Candidates apply
- Partners let Quest know who has applied for which requisition(s)
- Recruiter contacts candidate for phone screen
- If still considered qualified recruiter sends a link for candidates to complete online data entry test
- If candidate passes data entry test a face to face interview and tour is scheduled
- If being offered a position the recruiter will call, if not an email will be generated.
- We will try to provide some feedback if not selected

Specimen Tech I
Call Center positions

DiverseAbilities Employee Business Network Disability and Disabled Veteran hiring initiatives

- Our Call Centers in Lenexa and Lee’s Summit are looking for qualified, exceptional candidates.
- In some ways these are typical call center environments but the duties are very different in each.
- Both call centers have monthly training classes and our goal is to fill 10% of these with individuals with disabilities.
- The Lenexa facility offers part time, work from home positions. These do require employees to be onsite for training for the first 5-6 weeks.

Customer Care Rep I – Lenexa site

- Dayshift with rotating Saturdays.
- Handles all customer inquiries received by telephone regarding reporting of patient results, inquiries of tests and services, concerns of service failures and other duties to provide superior service.
- Demonstrated strong customer service and interpersonal communication skills. Able to speak the English language clearly and effectively communicate to caller and peer group.
- Previous medical or customer service background preferred.

Interviewer Insurance Risk - Lee’s Summit site

- 60% -Contacts life insurance applicants via telephone by placing outbound calls. Leaves messages for return calls or completes interviews with life insurance applicants. These interviews will include gathering medical, financial, occupational, and avocation histories.
- 30% -Making telephone calls, logging call attempts, documenting information within orders as necessary and recording call results. Reviews and edits information collected during the interview for quality assurance purposes.
- 10% -Learns the specific requirements stipulated by each client company.
- No previous call center experience is necessary (Background in medical terminology, life insurance industry, or customer service preferred)
- Full time positions start with the hours of 11am-8pm which may change over time

Other positions are available but not part of this specific initiative. Please go to our website, www.questdiagnostics.com/careers for a complete listing of open positions.
Call Center Applicant Process

Lenexa Call Center
- Positions posted
- Candidates apply online for each position they are interested in
- Partners notify Quest of who applied for which requisition(s)
- Recruiter reviews resume
- If qualified, candidate receives invitation to do an automated screen
- If still qualified candidate receives invitation for face to face interview, which will include Behavioral questions
- If being offered a position the recruiter will call, if not an email will be generated.
- We will try to provide some feedback if not selected

Lee’s Summit Call Center
- Positions posted
- Candidates apply online for each position they are interested in
- Partners notify Quest of who applied for which requisition(s)
- Recruiter reviews resume
- If qualified, candidate receives invitation to do an automated screen and typing test
- If still qualified candidate receives invitation for face to face interview, which will include a role play of the actual duties
- If being offered a position the recruiter will call, if not an email will be generated.
- We will try to provide some feedback if not selected
Lab Tours

We strongly encourage you to join us on a tour of the lab – but in the meantime, or if you are unable to do so on the following dates, we recommend getting a feel for the lab in the videos below.

• Next lab Tour
  • March 1\textsuperscript{st} at 11pm and March 2\textsuperscript{nd} at 7:30am
  • Tours are NOT interchangeable – March 1\textsuperscript{st} is for Specimen Prep candidates and March 2\textsuperscript{nd} for Forensic Tech candidates
  • 10101 Renner Blvd., Lenexa, KS
  • Please RSVP to Bill@JamesEmmettandCompany.com by February 22nd

• Lenexa Lab – The tour is broken down into 4 parts, showing different aspects of the operations:
  • Quest Lenexa You Tube video #1
  • Quest Lenexa You Tube video #2
  • Quest Lenexa You Tube video #3
  • Quest Lenexa You Tube video #4

You can also view additional videos about Quest Diagnostics on our You Tube Channel: https://www.youtube.com/user/QuestDiagnosticsTV
Thank you for your time!

For questions or more information:

Linda Behmke
Linda.R.Behmke@QuestDiagnostics.com
610-283-7453

Or

Bill Emmett
Bill@JamesEmmettandCompany.com
Quest Diagnostics Lab
- Address: 10101 Renner Blvd. Lenexa, Kansas
- Positions:
  - Specimen Tech I
  - Forensic Processing Tech I
  - Preanalytical assistant

Quest Call Center locations
- Inbound call center
  - Address: 9601 Renner Blvd, Lenexa, KS
- Exam One call center
  - Address: 800 NW Chipman Rd Ste 5900, Lees Summit, MO

Preferred Application Process

Apply online at:
http://www.questdiagnostics.com/home/about/careers.html
- Enter job search
  - Search by Job Function (Specimen Processor, Client Services or Insurance Teleunderwriting)
  - Search by Location (click on plus sign to expand options) – United States, state (Kansas or Missouri), city (Lenexa or Lee’s Summit), address (lab 10101 Renner, call center 9601 Renner, Exam One 800 NW Chipman)

After applying for the position, you can:
- Email Bill Emmett, bill@jamesemmettandcompany.com with the candidate’s name and job req number applied for.
  - This will signify that the candidate is part of the initiative, help to ensure the application gets reviewed and allow us to provide any feedback

For more information contact:
- Bill Emmett, bill@jamesemmettandcompany.com
Status Action Form (SAF) - KAMIS Information &/or Service Changes - BCI Changes

ACTION REQUIRED:

- [ ] New to a Service
- [ ] Agency Transfer
- [ ] Portability (In / Out)
- [ ] Left Service
- [ ] Address / Phone / Email / Contact Change
- [ ] Case Management Change
- [ ] Funding Change
- [ ] Insurance/Change
- [ ] Closure (Moves out of state, Deceased, Left the System )
- [ ] Add / Leave 2nd DS Provider
- [ ] Diagnosis
- [ ] Other

Effective Date: ___________________ COMPLETED BY: ___________________ DATE: ___________________

✓ - Check appropriate area(s) for CHANGES ONLY and complete that section. Update TCM Supervisor in BCI

- [ ] TCM or Contact Change
  - Previous ___________________ New ___________________
  - TCM Phone: ___________________
- [ ] Funding Change
  - Previous ___________________ New ___________________
- [ ] Insurance: MCO
  - Medicaid # ___________________
- [ ] Address Change
  - Legal >18 Need Court Docs (or) Natural Guardian <18 Birth Cert.
- [ ] Name: ___________________
- [ ] Address: ___________________
- [ ] City,St,Zip: ___________________
- [ ] Home Phone: ___________________
- [ ] Cell Phone: ___________________
- [ ] Work Phone: ___________________
- [ ] Email: ___________________

- [ ] Update Mother/Father in BCI
- [ ] Emergency #1 Contact
  - Relationship: ___________________
  - Name: ___________________
  - Address: ___________________
  - City,St,Zip: ___________________
  - Home Phone: ___________________
  - Cell Phone: ___________________
  - Work Phone: ___________________
  - Email: ___________________

- [ ] Emergency #2 Contact
  - Relationship: ___________________
  - Name: ___________________
  - Address: ___________________
  - City,St,Zip: ___________________
  - Home Phone: ___________________
  - Cell Phone: ___________________
  - Work Phone: ___________________
  - Email: ___________________

For SERVICE CHANGE - Must Complete area on the reverse side of this form or it will be returned.

Please Complete Comments/Reason for each Action

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

• TCM - Complete ES 3161 Required for changes in TCM or address, Faxed, and copied to this form. [ ] yes [ ] no

Access [ ] Intake & Referral [ ] BCI Entry / Scan [ ] KAMIS Entry [ ] Status Change: ___________________ to ___________________ 

☐ Update Narrative in BCI if checked   ☐ Update CINC Spreadsheet if checked ___________________

REV 1-31-18 DG (m:\JCDS Programs\CDDO\07-CDDO Publications & Forms\Forms\Status Action Form .doc) 11000
Check applicable service - complete the CHANGE ONLY for appropriate service: Date Entered, Funding and/or Date Closed and Reason.

<table>
<thead>
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<th>Provider Name</th>
<th>Application Date for CDDO Use ONLY</th>
<th>Date Requested for CDDO Use ONLY</th>
<th>Date Entered</th>
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<th>Date Closed</th>
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Day Programs (may mark up to 3)

1. Attends school in a classroom 50% or more of the day with people who are not ID/DD
2. Attends school in a classroom with persons who are not MR/DD less that 50% of the day
3. Generic community activities less than 20 hours /week
4. Generic community activities 20 or more hours /week
5. Work environment designed for persons with ID/DD less than 20 hours /week
6. Work environment designed for persons with ID/DD 20 or more hours /week
7. Competitive employment less than 20 hours /week
8. Competitive employment 20 hours or more /week
9. Agency based non-work activities less than 20 hours /week
10. Agency based non-work activities 20 or more hours /week
11. Other

Residential Status

1. Living alone
2. Living w/ 2 or less persons with ID/DD
3. Living w/ 3 to 7 persons with ID/DD
4. Living w/ 8 or more persons with ID/DD
5. Living w/ relatives
6. Living w/ non-relatives who are not ID/DD
7. Other

Special Population (may mark up to 3)

1. CIP (MFP)
2. Child in Custody
3. Self-Directed Care
4. Special Care Rate
5. ICF/IID Closure
6. Placed from SMHH
7. Placed from SMRH
8. Placed from ICF/IID
9. Other

Funding Sources

- HCBS Waiver - 1
- Discretionary Funds - 3
- Medicaid Title XIX (TCM) - 5
- Vocational Rehabilitation - 6
- Other - 7
- ICF/IID - 7.3
- WORK - Working Healthy - 7.4
- JCDS WORK - 7.6
- JCDS CE Unfunded - 7.7
- Private Pay - 9

Reason Closed Codes

1. Deceased
2. Discharged-the person left the State IID Hospital or private ICF/IID for the community
   (Note: this code is only valid for someone residing in one of these facilities)
3. Wrong social security number (data entry code only)
4. Moved-the person moved to another CDDO area, or from SMRH or ICF/IID to another
5. Terminated-the person moves from one CDDO area to another, or from SMRH or ICF/IID to another
6. Terminated-the person moves from one CDDO area to another, or from SMRH or ICF/IID to another
7. Placed from SMHH
8. Other - any reason not covered by one of the above
Stoplight Healthy Living Program

The Stoplight Healthy Living Program is an easy to follow plan. Foods are divided into three groups so participants can learn to make their own choices everyday:

- Green foods (“anytime choices” and GO foods)
- Yellow foods (“sometime choices” and SLOW foods)
- Red foods (“rarely choices” and WHOA foods)

Sessions

The Stoplight Healthy Living Program consists of six sessions.

Each weekly session will be 45-60 minutes and provides information and activities to make eating healthy and exercising fun!

1. Introduction to Stoplight Healthy Living Program
2. Get Moving
3. Healthy Beverages and Healthy Snacking
4. Healthy Meal Preparation
5. Shopping
6. Eating Out and Celebration

Exercise: Part of the recipe

The Stoplight Healthy Living Program encourages regular exercise to support the healthy eating habits. A pedometer and exercise tracking form for walking will be provided. Facilitators will suggest ways for people who use wheelchairs to exercise, such as wheeling a manual chair or using a hand cycle.

We are recruiting persons with intellectual disabilities who are living in a group home or residential setting. Your partner organization would provide a place to meet, up to 10 participants, and support staff to assist the KU facilitators. The Kansas Disability & Health Program will provide all materials and supplies. There is no cost to participate in the Stoplight Healthy Living Program.

Want to learn more?

Contact Kim Bruns, Kansas Disability and Health Program Coordinator
kbruns@ku.edu 785-864-0704 http://ihdps.ku.edu/dandhkansas
Transition Meeting Checklist

INSTRUCTIONS:
A Transition Meeting should occur prior to an individual starting services with a chosen service provider. Ideally, the current Targeted Case Manager will facilitate the transition meeting and is the lead coordinator for any transition which includes: transferring from one service provider to another, moving from an institutional placement to community services, transferring from another CDDO area, or initiating services due to approval of access to the I/DD Waiver.

The Transition Meeting is to ensure any changes in service are planned for and implemented in a timely, well thought out manner and that all pertinent information is shared with the new service provider(s). For service transfers, both the current service provider and the new service provider must attend the meeting.

Name of Individual Served: ________________________________

SERVICE INITIATION/TRANSFER

Date: ___________________ Time: ___________________
TCM Hours Used: ___________________ TCM hours Remaining: ___________________

Last day current Provider to bill: ___________________ First day new Provider to bill: ___________________

*Billing for new Residential Provider starts the day the person served wakes up in the new Provider’s services/new home*

New Address (or N/A): ________________________________

Other Contact Information

Guardian Name: ________________________________
Address: ________________________________
Phone: ___________________ Email: __________________

Payee Name: ________________________________
Address: ________________________________
Phone: ___________________ Email: __________________
CURRENT PROVIDER MUST SUPPLY COPIES OF ALL RELEVANT DOCUMENTATION TO NEW PROVIDER

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<tr>
<th>DOCUMENTS</th>
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<th>N/A</th>
<th>Notes</th>
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<tr>
<td>Current PCSP &amp; Addendums</td>
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<tr>
<td>Current ISP</td>
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<tr>
<td>Current BSP, Restrictive Interventions/Psychotropic Medication Consents</td>
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<tr>
<td>Current Risk Assessments</td>
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<td>Current IEP</td>
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<td>Current Individual Justice Plan</td>
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<tr>
<td>Current BASIS/Functional Assessment</td>
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<td>All BASIS Data collected since last Assessment</td>
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<td>Current Health Assessment, Physical or Health Profile</td>
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<td>Copy of Physician/nursing orders/notes for a medical condition being monitored</td>
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<tr>
<td>List of current medications/MARs/Side effects</td>
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<tr>
<td>Special Needs (dietary, OT, PT, Seizures, etc.)</td>
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<tr>
<td>Legal Documents (Court orders, Probation, CINC Petitions, etc.)</td>
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<tr>
<td>Transition Plan from DCF</td>
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<tr>
<td>Address change with Post Office and other relevant entities</td>
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## DISCUSSION ITEMS

**Medical/Medication/Adaptive Equipment/Special Needs**

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<td>Adaptive Equipment (walker, wheelchair, communication device…)</td>
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<td>Previous Hospitalizations or Surgeries</td>
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### Doctor/Specialist Info:

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<td>Supports needed for purchasing personal items</td>
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<td>Lease agreement</td>
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<td>Utilities (electric, water, gas, cable, phone/internet)</td>
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<td>Keys for apartment/house/mailbox</td>
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### Social/Community/Natural Supports

<table>
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<th>No</th>
<th>N/A</th>
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<td>Supports needed for specific fears</td>
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<td>Supports needed for relationships/sexuality</td>
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<td>History with law enforcement</td>
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<td>Involvement in specific activities (special Olympics, religious)</td>
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<td>Supports needed for communication with natural support network</td>
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Additional Comments or Notes:

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Purpose

The purpose of this policy is to formally establish the processes and procedures to transition individuals between Home and Community Based Services (HCBS) Frail and Elderly (FE), Intellectual/Developmental (IDD), Physical Disability (PD), and Traumatic Brain Injury (TBI) waiver programs and the Working Healthy/Work Opportunities Reward Kansans (WH/WORK) program.

Summary

This policy establishes a process for HCBS and the WH/WORK Program Managers to follow when an individual requests to transition to WH/WORK from a HCBS waiver or waiting list, or back to a HCBS waiver or waiting list from WH/WORK. The policy establishes the process and procedures for transitions and waiting list management.

Entities/Individuals Impacted

- Aging and Disability Resource Centers (ADRCs)
- Community Developmental Disability Organizations (CDDOs)
- KanCare Clearinghouse
- Kansas Department for Aging and Disability Services (KDADS)
- Kansas Department of Health and Environment (KDHE)
- Managed Care Organizations (MCOs)
Policy Name: HCBS- Working Healthy/WORK Transition Policy
Commission: Community Services and Programs Commission
Applicability: HCBS-FE, I/DD, PD, TBI and Working Healthy/WORK programs
Contact: HCBS Program Managers and WH/WORK Program Manager
Policy Location: https://www.kdads.ks.gov/commissions/home-community-based-services-(hcbs)/hcbs-policies
Status/Date: Final/November 13, 2017

<table>
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<td>Date Effective:</td>
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I. Policy

1. General

   A. Kansas Department for Aging and Disability Services (KDADS) and Kansas Department of Health and Environment (KDHE) Program Managers shall follow the transition procedure outlined in this policy.

   B. All WH/WORK program participants who entered the program directly from an HCBS waiver must meet the appropriate LOC eligibility requirements established in each waiver, within ninety (90) days of making a direct transition back to the appropriate HCBS waiver.

   C. In the event the HCBS waiver has a waiting list, individuals applying for the WH/WORK program will maintain their current position on the waiting list as Inactive while they are participating in the WH/WORK program.

   D. Individual on the WH//WORK program who also on a HCBS waiver waiting list, are offered waiver services based on the date in which they were placed on the waiting list, not based on their waiting list position.

   E. If an individual receives an offer for waiver services and chooses to remain in the WH/WORK program, the HCBS Program Manager will place a comment in the Waiting List Workload that the individual is approved for waiver services pending transition out of the WH/WORK program.

   F. In the event and individual chooses to leave the WH/WORK program and would have been offered a waiver position based on the date of waiting list placement, the participant shall bypass the waiting list and transition directly to the waiver.

   G. All annual Level of Care (LOC), program and financial eligibility requirements apply to WH/WORK participants transitioning back to an HCBS waiver

II. Procedures

1. In the event an individual wants to move from an HCBS waiver or waiting list to the WH/WORK Program:

   a. The individual shall contact a Working Healthy Benefits Specialist (WHBS) via email, phone call or written correspondence to request a transition from an HCBS waiver to WH/WORK.

   b. The WHBS shall assess the individual for potential WH/WORK eligibility.
i. If the individual appears to meet eligibility criteria, the WHBS shall send a WORK referral to the WH/WORK Program Manager.

1. WH/WORK Program Manager assesses the individual for WORK services and a WORK start date is set.

ii. If individual is not eligible the WHBS will inform individual at the time of assessment.

c. The WH/WORK Program Manager notifies the appropriate HCBS waiver Program Manager via email that the individual is transitioning to WH/WORK with the effective date.

d. If the individual moves onto the WH/WORK program from a waiver that has a waiting list, they will maintain their current position on the waiting list.

i. The HCBS Program Manager shall change the individual’s status to Inactive on the Waiting List Workload and enter the “Inactive Date” as the effective date for the WH/WORK program provided by the WH/WORK program manager.

e. Prior to entering the WH/WORK program, participants leaving HCBS waivers/waiting lists must have a current LOC determination by the appropriate LOC assessing entity using the approved Functional Assessment Instrument (FAI).

2. In the event an individual is offered a position on the HCBS waiver during the time they are accessing the WH/WORK program:

a. The HCBS waiver Program Manager will notify the WH/WORK Program Manager and request they obtain a decision from the participant as to whether they will accept the offer or decline the offer.

b. If an individual chooses to accept an offer for HCBS waiver services, the HCBS waiver Program Manager will send the HCBS waiver offer letter to the participant and process waiver eligibility through the established 3160 process.

i. If an individual chooses to remain in the WH/WORK program the HCBS waiver Program Manager will keep the participant in their current inactive position on the wait list and place a comment in the Waiting List Workload that the individual has program approval for waiver services pending transition out of the WH/WORK program.

1. When the individual is ready to leave WH/WORK, the WH/WORK program manager shall notify the HCBS waiver Program Manager of the participant’s transition date via email.
3. In the event an individual chooses to leave *WH/WORK*:

   a. The individual/individual’s representative shall submit a request to the *WH/WORK* Program Manager via email, phone call or written correspondence to request a transition to an HCBS waiver from the *WH/WORK* program.

   b. The *WH/WORK* Program Manager shall ensure the participant requesting a transition to an HCBS waiver/ waiting list meets the *WH/WORK* requirement to transition.

      i. In order to be eligible to transition out of the WH/WORK program, an individual must have been receiving HCBS waiver services or have been on a HCBS waiver waiting list prior to entrance into the *WH/WORK* program.

   c. Once an individual meets the transition requirements, the *WH/WORK* Program Manager will notify the HCBS waiver Program Manager that the participant will be transitioning via email.

   d. The HCBS Program Manager will verify whether the participant will be returning to an HCBS waiver or a waiting list by checking the date on which the individual was placed on the waiting list against the date through which waiver offers had been extended.

      i. If the transitioning participant would have been offered a waiver position based on the date of waiting list placement, the participant shall bypass the waiting list and transition directly to the waiver.

1. The KDADS Program Manager shall send an offer letter to the individual and follow the established 3160 protocols.

2. For the I/DD Waiver:

   a. The HCBS I/DD Program Manager shall send a 3160 to the CDDO, MCO and KanCare Clearinghouse.

   b. The HCBS I/DD Program Manager shall send a Notice of Action to the CDDO and MCO.

   c. The MCO shall complete an assessment of need with a recommendation of services for the individual’s plan of care.

   d. The CDDO shall provide options counseling for I/DD TCM and for HCBS I/DD services approved by MCO assessment of need.
ii. If the transitioning participant would not have been offered a waiver position based on the date of waiting list placement, the HCBS waiver Program Manager shall move the individual from *Inactive* status to *Active* status on the Waiting List Workload to await an opening on the HCBS waiver.

iii. For HCBS-PD waiting list only.

   1. If the transitioning participant would not have been offered a waiver position based on the date of waiting list placement and has aged out of *WH/WORK* eligibility and PD waiver eligibility at age sixty-five (65), the PD Program Manager will send a referral 3160 to the ADRC and the FE Program Manager to determine FE waiver eligibility.

      a. If eligible for FE, the individual shall immediately access the FE waiver provided there is no waiting list.

      e. The WH/WORK Program Manager shall send a WORK Closure Letter to the participant stating the date that the KanCare Clearinghouse will be ending program closure.

4. In the event a *WH/WORK* is closing and the participant is transitioning directly to an HCBS waiver:

   a. The *WH/WORK* Program Manager shall notify the HCBS waiver Program Manager, KanCare Clearinghouse, Managed Care Organization (MCO) and the appropriate LOC assessing entity via email of the effective date of the participant’s transition.

   b. If no functional assessment has been completed for the transitioning participant within the last 365 days, the HCBS waiver Program Manager shall notify the appropriate assessing entity via email that an assessment is required.

   c. The functional assessment shall be completed within ninety (90) days of the effective date of transition.

      i. For individuals who do not meet LOC eligibility requirements, the HCBS Program Manager shall terminate services effective on the ninety-first (91st) day of the transition to the HCBS waiver.

      ii. The HCBS Program Manager shall send a Notice of Action (NOA) to the individual.

      iii. Once a participant’s HCBS waiver eligibility is approved by the KanCare Clearinghouse, they will then be removed from the HCBS waiting list and placed on the perspective waiver.
d. All annual LOC, program and financial eligibility requirements apply to *WH/WORK* participants transitioning back to an HCBS waiver.

### III. Definitions

**Functional Assessment Instrument** – Tool used for the evaluation of the medical, adaptive, and behavioral needs and functional capacities of an individual to determine the level of care required to meet his or her needs in the least restrictive setting for the FE, I/DD, PD and TBI waivers.

**Level of Care (LOC)** - Criteria that are used to evaluate and reevaluate whether an individual needs services through a HCBS waiver and the intensity of the needed services.

**Level of Care Assessing Entity**- For the FE, PD and TBI waivers the LOC assessing entity is the Aging and Disability Resource Center (ADRC). For the I/DD waiver the LOC assessing entity is the Community Developmental Disability Organization (CDDO).

**Notice of Action** – A written notice issued to an individual identifying approval or adverse actions such as termination, suspension, or reduction of Medicaid eligibility or covered services. In cases involving adverse action, information is provided to the individual on their right to a hearing, the method by which to obtain a hearing and that they may represent themselves or use legal counsel, a relative, a friend, or other spokesman (42 CFR 431,206).

**Transition Request** – An email from the *WH/WORK* Program Manager to the HCBS waiver Program Manager requesting the transition of an eligible individual from one program to another.
Policy Name: HCBS- Working Healthy/WORK Transition Policy
Commission: Community Services and Programs Commission
Applicability: HCBS-FE, I/DD, PD, TBI and Working Healthy/WORK programs
Contact: HCBS Program Managers and WH/WORK Program Manager
Policy Location: https://www.kdads.ks.gov/commissions/home-community-based-services-(hcbs)/hcbs-policies
Status/Date: Final/November 13, 2017

Authority

1915(c) HCBS Waiver –

KS.0224.R05.01 (IDD) – effective March 1, 2016
KS.0304.R04.01 (PD) – effective March 1, 2016
KS.4164.R05.01 (TBI) – effective March 1, 2016

Federal Authority
42 CFR Part 441.301 – Contents of request for a waiver
H.R. 1180 – Ticket to Work and Work Incentives Improvement Act of 1999

State Authority
K.A.R. 30-5-300 – Definitions.

Related Information

HCBS Programs
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Email: KDADS.HCBS-ks@kdads.ks.gov
Phone: 785-296-4986
Fax: 785-296-0256